

TO: All Sworn Officers

FROM: Colonel Michael Berthay
Chief, Mississippi Highway Safety Patrol

DATE: October 28, 2009

RE: Position Open Notice

The position described below is vacant. Any sworn officer within the Mississippi Highway Patrol meeting the qualifications may apply for this position. All qualified sworn personnel throughout the state are encouraged to apply.

To apply, a qualified officer must complete a State of Mississippi Application (Green Form, in DETAIL); and submit it along with a substitution letter (if applicable) to the State Personnel Board no later than close of business November 4, 2009. Applications may be mailed to SPB or apply online at www.mspb.ms.gov.

This Position Open Notice covers the following position:

SPB title of position: DPS-Bureau Director II

Rank: Major

Pay Grade: This position has a starting salary of \$59,600.93.

Date Position Is To Be Open: The position is currently open.

Qualifications: A Master's Degree from an accredited four-year college or university;

AND

Eight (8) years of special experience, four (4) years of which must have included line or functional administrative or advanced technical supervision with MHP, with at least two (2) years of satisfactory service as a Captain within the MHP.

OR

A Bachelor's Degree from an accredited four-year college or university;

AND

Nine (9) years of special experience, four (4) years of which must have included line or functional administrative or advanced technical supervisor with MHP, with at least two (2) years of satisfactory service as a Captain within the MHP.

OR

Graduation from a standard four-year high school or equivalent (GED), successful completion of the Mississippi Highway Safety Patrol Cadet Training School, and must have fifteen (15) years of service with the Mississippi Department of Public Safety/Mississippi Highway Safety Patrol and at least two (2) years continuous satisfactory service in a supervisory capacity as a MHP Captain. Any applicant who does not have a Master's or Bachelor's degree must also submit a SUBSTITUTION LETTER detailing their education and MHP experience. The letter will be submitted with the application to the SPB Substitution Committee for approval.

Sources of Interview Questions:

- Mississippi Criminal Law (Miss. Code)
- Department of Public Safety General Orders
- General Knowledge of the Department
- The Law Officer's Pocket Manual
- Laws and Policies of Driver Services
- Rules of the Road

Date, Time, and Location of Oral Interview: A letter will be sent to each qualified applicant detailing date, time and location.

The names of the eligible candidates for this position, as determined by SPB's evaluation procedure, will be submitted to the Chief of Patrol and the interviews for the appointment will be made from these candidates.

Please read our General Order 22/01, revised, and dated September 21, 2009, reference the Merit Promotion System. You may also review the job description on the State Personnel Board website at www.mspb.ms.gov.

Revised 10/27/2009

MB/nh